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QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

1 October - 31 December 1965

I. CORRESPONDENCE MANAGEMENT

1. Made minor revisions in Correspondence Handbook (May 1955 edition) and ordered 200 copies from Printing Services Division.
2. Distributed copies of Correspondence Handbook to Clerical Training, OTR (50 copies) and Office of Finance (6 copies).
3. Approved reprinting of Correspondence Cross Reference Sheet.

II. RECORDS DISPOSITION

1. Collaborated with NPIC in preparing Records Control Schedules. The inventory showed 28,000 cubic feet and all schedules were prepared and submitted for signature. This completes this phase of the NPIC records management program considerably ahead of schedule.
2. Reviewed and approved the following Records Control Schedules:
 - a. OCI - revisions effecting 3175 cubic feet (55 cubic feet permanent; 2718 cubic feet temporary; 402 cubic feet library).
 - b. OBI - revision of one item.
 - c. Physical Security Division.
 - d. Clandestine Services Personnel Division - Change in organization.
 - e. Office of Personnel - reduced retention period for MMPD applicant files from 15 to 2 years.
 - f. Office of Communications - new schedules for Americas Division and Engineering Staff.
 - g. OSI - addition of one item and deletion of several items as result of transfer of functions to FMSAC.
 - h. DDS&T - revision of one item providing for increase in retention period.
 - i. FMSAC - addition of one item.

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III VITAL RECORDS ✓

1. Reviewed and approved the following Vital Records Deposit Schedules:

- a. Americas Division - Office of Communications.
- b. FBIS
- c. Office of Finance
- d. Industrial Contract Audit Division
- e.
- f. OSA/DDS&T.

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IV DISPOSAL OF OSS COPIES OF PAY ROLLS ✓

Identified for destruction 297 cubic feet of memorandum copies of OSS payrolls; determined that the original copies are being retained in the Federal Records Center in St. Louis for 56 years.

V. RESULT OF USIB AGREEMENT TO DISPOSE OF INTELLIGENCE MATERIALS ✓

1. Since 1961 (when agreement was negotiated) 2897 cubic feet of intelligence materials have been destroyed and over 5000 additional feet removed from our offices; tangible savings of \$468,178 have been realized from these efforts.

2. CODIB-D75 - A follow-up has been started on the effects of this inter-agency disposal agreement. Air Force reports the chief benefit derived was that this paper led to establishing more realistic retention periods for reference files - no volume figures were available. In ONI this paper was used to establish a procedure whereby non-agency reports went directly to analysts and no longer accumulated in the library. DIA reports an average of 1500 cubic feet per year has been destroyed on the basis of this paper. (Will contact Army tomorrow.)

VI. NATIONAL ARCHIVES LIAISON

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2. Had a query from asking if a collection of records in the National Archives were

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open records. I confirmed with National Archives that the files are open and so informed [redacted]

VII. DISPOSITION OF OFFICE OF FINANCE RECORDS ✓

An effort is being made to get some resolution of the problem of disposing of Agency financial papers. A memo has been sent to General Counsel asking if it is legal to dispose of Confidential funds records under our present law.

A copy of Army regulations outlining a system for accountability of covert funds to GAO has been given to the Director, Office of Finance, for review and comment regarding use of this system in CIA.

VIII. TRAINING AND RELATED ACTIVITIES

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1. [redacted] of Archives and Records Center and [redacted] of Records Administration Staff attended the joint conference of SAA and AREA in New York City on 6 - 8 October.

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2. [redacted] of Records Administration Staff, [redacted] of Records Center, [redacted] Finance and [redacted] Office of Logistics attended the Paperwork Management Seminar sponsored by the General Services Administration on 16 - 17 November.

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3. [redacted] and I attended the Business Equipment Show in New York where we saw several new types of filing equipment. In addition we visited the factory of the Supreme Steel Company in Brooklyn to see speciality filing equipment they manufacture which provides for the storage of several sizes of records in less space than most filing equipment.

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4. [redacted] presented two Vital Records Work Shops as a part of the General Services Administration Records Management Seminars for Government and Industry Officials.

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IX. FILING SYSTEMS, EQUIPMENT AND SUPPLIES ✓

1. Presented a Filing Equipment Work Shop to 18 employees of NPIC. The purpose of this work shop was to show the advantages and disadvantages of using various types of specialty filing equipment.

2. Approved a requisition for special shelf file equipment submitted by WE/DDP for overseas use.

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3. Assisted TSD in determining special equipment requirements for their new space.
4. Approved requisition submitted by Special Operations Division for special shelf file equipment.
5. Presented two Filing Systems Work Shops to 35 employees of the Office of Finance.
6. Approved two requisitions submitted by NPIC for special filing equipment for storage of over-sized records.
7. Approved two requisitions submitted by Engineering Staff, OC, for special equipment for storage of books and "commo" gear.
8. Approved three requisitions submitted by Office of Logistics for special shelf file equipment for their use of the Ames Building. We disagreed with Logistics on the equipment that they originally requested and they accepted our recommendation which resulted in actual savings of \$1033.05 for the same type of equipment.

X. RECORDS MANAGEMENT SURVEY, OFFICE OF THE ASSISTANT TO THE DIRECTOR

Completed the survey and discussed the findings with Commander Moran and [redacted] They were in general agreement with our recommendations which will bring about the following results:

- a. 175 cubic feet of records can be destroyed now or retired to the Records Center.
- b. 603 cubic feet of records can be retired to the Records Center now.
- c. Only 62 cubic feet of records will remain in the office.
- d. the establishment of a secure area.
- e. the release of approximately 30 safes and cabinets.
- f. possibly a revised filing system.

XI. FORMS MANAGEMENT

1. Completed the processing of 80 new and 53 revised forms.
2. Some significant forms projects were:

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a. Obtained authorization from Office of Logistics to destroy 840,000 copies of a Combination Requisition and Shipping Document valued at approximately \$11,000. This Logistics insisted on having the form designed for long carriage typewriters and then determined it would be too costly to purchase and supply long carriage typewriters throughout the world. (*Obtained 1962*)

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c. Salvaged 41,000 sets of an abstract File Slip which RID had declared obsolete. ~~an~~ CI/Projects used them in lieu of a new form they requested - Savings of \$550.

d. Designed 5 new forms for IRD/OS which replace 8 bootleg forms.

e. Revised 5 forms for Office of Basic Intelligence to eliminate reference to Office of Research and Reports.

f. A Spanish language version of the Personal History Statement was processed on an expedite basis for 20,000 copies.

g. Eliminated 8 forms which removed 68,000 sheets of paper from Supply Depot and Medical Staff offices.

h. Approved 27 proofs of forms and material samples; Rejected one order because wrong paper was furnished.

i. Designed 4 new forms for Office of Personnel to be used in the retirement program; 23 forms are now used in this program.

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k. There were 9 forms made obsolete and stock destroyed. Two of these forms 1389 and 1389a (Run off copies of cables for RI) should have been made obsolete a year ago, but it took me that long to get it in writing. These 2 forms involved 276,000 sheets of paper at a cost of \$750.00. These forms were replaced by revising the cable form with check boxes. *5 others @ 28,000. Total 304,000 forms obsolete.*

l. Requests for 29 new and revised forms on hand.

XII. MISCELLANEOUS

1. A new employee [redacted] Clerk-Typist, GS-4, entered on duty 4 October to replace [redacted] resigned.

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2. A meeting of all agency Records Administration Officers was held on 20 October in the Key Building. [redacted] explained how they use the Terminal Digit Filing System.

3. On 15 November Mr. Herbert Groth of the Mosler Company presented a movie describing a revolutionary idea in Filing and Finding Conventional File Folders- SCAN). Briefly by electronic means file folders can be scanned at the rate of 100 feet per second. This equipment was introduced for the FIRST TIME at the Manufacturers Exhibit in New York on 25 October 1965.

XIII. RECORDS CENTER OPERATIONS

1. Agency offices transferred 945 cubic feet of inactive records to the Center and 403 cubic feet were eliminated from the Records Center. There are now 790 cubic feet of records in the Center waiting to be burned by [redacted]

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2. 9336 references were furnished agency offices on records in the Center.

3. There were 43 visitors to the Center from headquarters offices, including 30 JOT's on a special tour as a part of their training program.

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